



Scott Walker, Governor  
Dave Ross, Secretary

## Journeyman Plumber License

### **Your application will not be processed or will be delayed unless you:**

- ☐ 1. Complete the application including signing and dating the first page.
- ☐ 2. Write in your social security number.
- ☐ 3. Attach the specified documents listed on this application.
- ☐ 4. Attach the specified fee listed on this application.
- ☐ 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

<b>Applicant Information</b>	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (mo/day/yr)

**Send application and payment to:** DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

**Office location:** DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

**All other correspondence:** DSPS Trades Credentialing, , PO Box 7082, Madison, WI 53707 Phone: 608-266-2112. TTY: Contact through Relay or [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov).

**Reason for Credential:** Except as provided under s. 145.06 (4) Stats., and pursuant to s. 145.06, Stats., no person may install plumbing unless the person holds a credential issued by the department as a licensed Master Plumber, licensed Master Plumber-Restricted, licensed Journeyman Plumber, licensed Journeyman Plumber-Restricted, registered Plumbing Apprentice, registered Plumbing Learner-Restricted, registered Utility Contractor or registered Pipe Layer. A person holding a Journeyman Plumber license may apply without examination for a POWTS inspector certification.

**Requirements of Credential:** The plumbing activities that may be undertaken by a person who holds a credential as a licensed Journeyman Plumber shall be performed under the general supervision of a person who holds a Master Plumber license, Master Plumber-Restricted license, or utility contractor license. A Journeyman Plumber who is working under the general supervision of a licensed Master Plumber-Restricted or licensed utility contractor is limited to the type of plumbing installations associated with the specific license of the person providing the supervision. A person who holds the credential shall carry on his or her person the card issued by the department while performing or conducting the activity or activities permitted under the credential.

A business engaged in the installation of plumbing that utilizes plumbing learners shall maintain a ratio of at least one Journeyman Plumber or Journeyman Plumber-Restricted for each plumbing learner. For this purpose, a Master Plumber or Master Plumber-Restricted may act as a Journeyman Plumber or Journeyman Plumber-Restricted, respectively.

**Education Hours Required to Renew:** The renewal of a license as a Journeyman Plumber shall be contingent upon the Journeyman Plumber obtaining at least 24 hours of acceptable continuing education three months prior to the expiration date of their credential. A person who holds a license as a Journeyman Plumber may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

If you pass the exam to obtain this credential, you will not be required to take any continuing education prior to your first expiration date. You will be required to fulfill the continuing education requirements starting after you have renewed your credential for the first time. If you obtain this credential by any other method, you will be required to fulfill the continuing education requirements at least 3 months prior to your expiration date.

## Applying for Journeyman Plumber License

A person may obtain a credential as a licensed Journeyman Plumber by one of the following methods:

- Method 1** Completing an apprenticeship and taking and passing the Journeyman Plumber license examination.
- Method 2** Submitting evidence that the person possesses a Wisconsin Journeyman Plumber license-retiree.
- Method 3** A person who holds a Wisconsin Master Plumber license may, upon application to the department, exchange his or her Master Plumber license, for a Wisconsin Journeyman Plumber license. If the exchange is made at the time of renewal a credential fee of \$180 for the Journeyman Plumber license shall be submitted.

### Are you a Veteran?

If yes, please answer the following questions to see if you qualify for a fee waiver or equivalency for this credential.

#### 1. Are you requesting a waiver of your initial credentialing fee under method 1?

- ☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: \_\_\_\_\_

Your application fee of \$10 will be waived now and your credential fee will be waived once you pass the exam. **You must submit \$20 for the exam fee at this time.**

- ☐ No Submit the fee of \$30.

#### 2. Are you requesting a waiver of your initial credentialing fee under method 2 or 3?

- ☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: \_\_\_\_\_

- ☐ No Submit the fees listed in the tables below.

#### 3. Are you requesting equivalency of your military training and experience?

- ☐ Yes Provide copies of your service school academic reports, certificates of training, or training documentation signed by your unit's training NCO or any other relevant experience that would satisfy the requirements of method 1. You may attach a personal narrative to further explain why your education / training / experience in the military has helped you prepare for this profession.

- ☐ No Complete the requirements under method 1.

You may contact DVA at 1-800-WisVets or [www.WisVets.com](http://www.WisVets.com) for assistance in obtaining your DVA Voucher Code and/or documents related to your training and experience.

**Special Processing Note:** If you hold a current license from another state, or under the ordinances of any city, town or village, you must first complete a petition for variance in accord with SPS 305.90(4)(c) and (d), Wisconsin Administrative Code. Upon successful completion of the variance process, complete the examination application as specified in Method 1 and provide a copy of the petition approval correspondence.

A petition application and information on the petition process may be obtained by contacting the Safety and Buildings Plan Entry Unit at 608-266-5476. The Application for Credentialing Petition for Variance (form SBD-9890SPS305) can also be found on the Trades Credentialing website at <http://dsps.wi.gov/Documents/Credentialing%20Forms/Trades%20Application%20Forms/SB-FormPetition9890Comm5.doc>

## Method 1 - Apprenticeship and Examination

**Application and Exam Fee (nonrefundable):** \$30.00 class code 7630

Make checks payable to: State of WI - DSPS. The fee consists of a \$10 application fee and an exam fee of \$20. When the exam is passed, the applicant will be asked to pay a \$180 license fee which will be prorated because the license expires on a specific date. The license, which is issued after the exam is passed and the prorated license fee paid, is effective for four years from March 31.

**Qualifications for Examination:** A person applying for a Journeyman Plumber license examination shall have completed a plumbing apprenticeship program recognized under ch. 106, Stats.

**Attach** to this form a photocopy of a letter from the Wisconsin Bureau of Apprenticeship Standards stating that you have satisfied the requirements of a plumbing apprenticeship program in order to take the exam and the program has been recognized by the department under ch. 106, Stats., and the federal Department of Labor. If you have questions regarding the letter, call or write to one of the following Bureau of Apprenticeship Standards offices:

Telephone	Address (Please address to Bureau of Apprenticeship Standards Office)		
(920) 832-5303	Fox Valley Technical College	1825 N Bluemound Dr, PO Box 2277	Appleton, WI 54912-2277
(715) 738-3853	Chippewa Valley Technical College	770 Scheider Rd,	Chippewa Falls, WI 54729
(920) 693-1102	Lakeshore Technical College	1290 North Avenue	Cleveland, WI 53015-1414
(920) 492-5618	Northeast Wisconsin Technical College,	PO Box 19042	Green Bay, WI 54307-9042
(262) 564-3210	Gateway Technical College	3520 30 <sup>th</sup> Avenue	Kenosha, WI 53144-1690
(608) 785-9176	Western Technical College	402 North Eighth Street	La Crosse, WI 54601
(608) 246-3887 & (608) 246-7900	Madison Area Technical College	2125 Commercial Avenue	Madison, WI 53704
(414) 227-4973	State Office Building	819 North 6th St, Room 850	Milwaukee, WI 53203
(414) 768-7190	Milwaukee Area Technical College (MATC) South Campus	6665 S Howell Avenue	Oak Creek, WI 53154
(262) 695-7778	Pewaukee Workforce Dev. Center	892 Main Street, Suite J	Pewaukee, WI 53072
(715) 261-8754	Workforce Development Center	364 Grand Avenue	Wausau, WI 54403
(262) 335-5849	Moraine Park Technical College	2151 N Main Street	West Bend, WI 53090

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover Chapter 145, Wisconsin Statutes; and chapters SPS 305 and SPS 382-87, Wisconsin Administrative Code; NFPA 13D-2002. The exam is open code book, component manuals, NFPA, and statutes.

Copies of current Wisconsin Administrative Code and Chapter 145 may be obtained from Document Sales, 608-266-3358 or 800-362-7253. The NFPA standards 13 (2002 edition) of the National Fire Protection Association may be ordered from the National Fire Protection Association, 800-344-3555.

You will need to have a working knowledge of the component manuals for the various POWTS. You may bring these to the exam site. The manuals are free online: [http://dsps.wi.gov/php/sb-ppalopp/prodcode\\_result.php/POWTSM/POWTS\\_COMPONENT\\_MANUAL](http://dsps.wi.gov/php/sb-ppalopp/prodcode_result.php/POWTSM/POWTS_COMPONENT_MANUAL). These can also be purchased through Document Sales, 608-266-3358 or -800-362-7253.

Form #	Document Title
SBD-10855-P	Holding Tank Version 2.0
SBD- 10854-P	At-Grade Version 2.0
SBD-10656-P	Split Bed Recirculating Sand Filter System
SBD-10595-P	Single Pass Sand Filter
SBD-10628-P	Recirculating Sand Filter
SBD-10657-P	Drip-Line Effluent Dispersal
SBD-10705-P	In-Ground Soil Absorption
SBD-10691-P	Mound

SBD-10706-P	Pressure Distribution
SBD-10706-P	Pressure Distribution

Additional training materials relating to this credential are available and may also be ordered through Document Sales 608-266-3358 or 800-362-7253. **Caution:** The manuals are intended to be training guides and may not match the current code.

SBD-8536-P	Cross Connection Control Manual
SBD-8869-P	Drain and Vent System Design
SBD-8036-P	Sizing the Water Supply System
SBD-9138-P	Wisconsin Water Treatment Handbook
SBD-10089-P	Wisconsin POWTS Inspector Handbook
SBD-9046-P	Soil & Site Evaluation Handbook
SBD-10810-P	Multipurpose Piping Systems Design Manual

### To schedule an upcoming exam:

- Indicate **FIRST CHOICE (1)** and **SECOND CHOICE (2)** in the event one exam site is full.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen.**
- Keep a copy of this application for your records. You may only schedule one future exam session at a time for each credential type. Applications sent in for multiple exam sites / times will be denied and a refund will not be issued.
- You will receive a letter from DSPS confirming your upcoming exam. Please check this form over carefully upon receipt so that you know when/where to take your exam.
- If you need special accommodations, please contact us at [DSPSSBCredentialing@wi.gov](mailto:DSPSSBCredentialing@wi.gov)

Select one\*: **AM (Starts at 8 a.m.)** ☐ **or** **PM (Starts at 1 p.m.)** ☐

\*some plumbing exams have 2 parts so you will be scheduled for both the AM **and** the PM session when taking both parts

#### Pewaukee – WCTC Education Center, 800 Main St, Pewaukee, WI 53072

2013 October 15 ☐ November 19 ☐ December 18 ☐

2014 January 8 ☐ February 12 ☐ March 12 ☐ April 9 ☐ May 14 ☐ June 11 ☐  
July 9 ☐ August 13 ☐ September 10 ☐ October 8 ☐ November 12 ☐ December 10 ☐

#### Eau Claire – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701

2013 December 3 ☐

2014 February 26 ☐ April 23 ☐ June 25 ☐ August 27 ☐ October 22 ☐

#### Appleton – Fox Valley Technical College, 1825 North Bluemound Dr, Appleton 54914

2013 November 5 ☐

2014 January 22 ☐ March 27 ☐ May 28 ☐ July 23 ☐ September 24 ☐ November 25 ☐

## Method 2 - Possession of a Wisconsin Journeyman Plumber License-Retiree

The fee for applying for the credential using method 2 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$166.25	May	\$196.25	September	\$181.25
February	\$162.50	June	\$192.50	October	\$177.50
March	\$158.75	July	\$188.75	November	\$173.75
April	\$200.00	August	\$185.00	December	\$170.00

Record the amount of the fee you will be sending in the box below:

**Fee Submitted (nonrefundable):** \$  class code 7630

Make checks payable to: State of WI – DSPS. The fee consists of a \$10 application fee and a prorated \$180 credential fee. The credential will be effective for 4 years from March 31.

**ATTACH** the original of your Journeyman Plumber license-retiree.

### **Method 3 - Possession of a Wisconsin Master Plumber License to be exchanged for a Journeyman Plumber License**

The fee for applying for the credential using method 3 is as specified in the following table:

<b>Month Application is mailed</b>	<b>Fee</b>	<b>Month Application is mailed</b>	<b>Fee</b>	<b>Month Application is mailed</b>	<b>Fee</b>
January	\$146.25	May	\$176.25	September	\$161.25
February	\$142.50	June	\$172.50	October	\$157.50
March	\$138.75	July	\$168.75	November	\$153.75
April	\$180.00	August	\$165.00	December	\$150.00

Record the amount of the fee you will be sending in the box below:

**Fee Submitted (nonrefundable):**    \$     class code 7030

Make checks payable to: State of WI – DSPS. The fee consists of a prorated \$180 credential fee. The credential will be effective for four years from March 31.

**ATTACH** a photocopy of your Master Plumber license. Keep your original copy of your Master Plumber license in case you decide to reacquire your Master Plumber license at some future date.

You must have completed the necessary hours of continuing education.